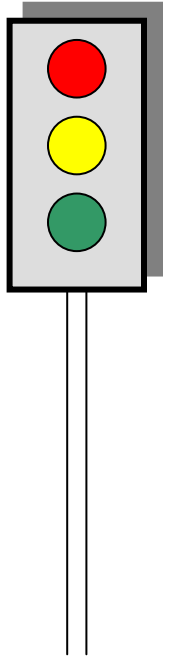


Activity 1 -- Traffic Light Exercise

1. Draw a **circle** on the middle of your page about the size of a quarter. Use either **AutoShapes** or the circle button on the **drawing toolbar**. Use the sizing handles (hold down Shift key at same time) to make the circle perfectly circular.
2. **Click** on the circle to put it in edit mode the **sizing handles** will appear on it.
3. **Right mouse click** on the circle and select **copy** (you can also use the copy button on the formatting toolbar or go into edit then select copy).
4. **Right mouse click** again and select **paste** (you can also use the paste option as listed in step 3).
5. Place the circle directly beneath the 1st circle.
6. **Repeat step 5** this time placing the 3rd circle directly beneath the second.
7. Save as **Traffic Light** in your documents folder on the server.
8. Click on the top circle, the sizing handles will appear indicating it is in **edit mode**, from the **drawing tool bar** go into **fill** (the paint can) and select the color red. Notice the circle is now filled red.
9. Repeat this step to **color the second circle yellow and the bottom one green.**
10. **Now select the rectangle button on the drawing toolbar** and proceed to draw a rectangle around the three circles which now resemble lights. If the rectangle needs resized or moved simply click on it and use the control points with your mouse.
11. To keep the rectangle from blocking out the lights click on it, right mouse click, **select order then send to back**. While the rectangle is still selected **fill it with a very light gray tone** by going into **more fill colors** and selected an appropriate shade.
12. Select the rectangle again, this time choose the **line style button** (looks like three different thickness of lines) on the drawing tool bar and select a 2 ¼ pt line. Notice the dark line it puts around the edge. While still selected select the **shadow button** (first green one on the drawing tool bar) and select an appropriate shadow for the rectangle.
13. From the **line button** (slanted line) draw a line from the bottom of the light to represent a pole. Keep it off a little to one side, **copy it** and **paste** another beside it, this will keep them exactly the same.
14. **Press the shift key** and select each object on the light, make sure the sizing handles appear for each object. Go to the **draw button** and **select group**, this will put all objects in one group so they can be moved and manipulated as though they were one.



15. From the **AutoShapes button** select a banner of your choice and place it at the top of your page, size it and move it to your liking.
16. Select the **WordArt** button(the Big A) select a style of your choice and write traffic light then **OK**.
17. **Move** and **resize** the Word Art to fit in the banner.
18. **Fill** your banner with a color of your choice and try a **Shadow** option for the WordArt.
19. Place a text box down near the bottom of your assignment, type your first and last name into it.
20. Resave your file as **Traffic Light** in your documents folder.